



Trainer - Records

Details

Job ID : 451

Title : Trainer - Records

Job Code : 823

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR TRAINING NEW EMPLOYEES TO PROCESS RECORD REQUESTS IN A 24/7 PROGRAM.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 1 Year of Related Experience

Job Required Knowledge

- 1 YEAR OF RELATED EXPERIENCE MUST BE WITH COURTNET OR CLOSELY RELATED SYSTEMS

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- TRAIN NEW EMPLOYEES ON PROCESSING RECORD REQUESTS
- TRAINING EMPLOYEES ON PROCESSING AND AUDITING MONIES RECEIVED
- ASSIST WITH PROCESSING WHEN NEEDED
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED